

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Youth Hygiene in Residential Facilities
NUMBER: RF-4-06 (Residential Facilities)
APPLICABLE TO: Residential Services Employees and Vendors
EFFECTIVE DATE: March 15, 2006

Approved: "/s/signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) shall provide adequate clothing, bedding, linens, and personal hygiene supplies to be utilized by youth living in State owned and operated or State owned and vendor operated residential facilities. Personal hygiene supplies shall be appropriate to the youth's gender and cultural heritage.
2. **AUTHORITY.**
 - a. Annotated Code of Maryland, Article 83C, §§ 2-111, 2-117, and 2-118.
 - b. American Correctional Association: 3-JTS-4B-07 through 3-JTS-4B-15.
3. **PROCEDURES.**
 - a. **General Procedures.**
 - (1) Each facility and community residential program shall develop a written schedule for daily showers and personal hygiene for residents.
 - (2) Youth will have access to clean and functional showers, toilets and wash basins.
 - (3) In addition to regular daily showers, youth will be given the opportunity to shower after strenuous activity.
 - (4) The water temperature in showers will be maintained between 110°F and 120°F at the showerhead.
 - (5) Gender-specific and culturally-sensitive personal hygiene articles and supplies will be provided to youth to include (note: as appropriate, youth may be allowed use of the some of the below list of materials at specific times of day only (these items are to be provided to youth at the time of use):
 - (i) Soap and shampoo;
 - (ii) Toothbrush and toothpaste;

- (iii) Comb and/or brush;
 - (iv) Non-aerosol deodorant;
 - (v) Toilet paper; and
 - (vi) Feminine hygiene items for females.
- (6) Youth shall be issued one set of clean towels and washcloths at least three times per week.
- (7) Each facility and community residential program shall maintain a supply of clothing that exceeds the supply needed to serve the maximum rated population.
- (8) Each youth will be provided at least three complete sets of clean clothing each week. Clothing will be provided more frequently, as needed, after strenuous activity such as physical education class or recreation.
- (9) Youth's personal clothing will be washed and, if needed, disinfected prior to being stored or worn in the facility or program.
- (10) Disposable gloves will be available for employees handling soiled clothing and surfaces soiled with bodily fluids.
- (11) Special and/or protective clothing and equipment will be issued to youth assigned to food service (i.e., hairnets, aprons, etc.), maintenance (i.e., gloves, goggles, etc.), and other special work assignments.
- (12) Each youth will be provided one mattress and one pillow, unless otherwise determined by a physician for medical reasons.
- (13) Mattresses and pillows shall be disinfected or sanitized prior to being reused.
- (14) Each facility and community residential program will maintain a supply of bedding materials (mattresses, pillows, and linen) that exceeds the supply needed to serve the maximum rated population.
- (15) Youth will receive clean linen at least weekly to include:
- (i) Two sheets;
 - (ii) One pillowcase; and
 - (iii) Sufficient blankets to provide comfort under existing temperature controls.
- (16) Blankets will be laundered at least monthly.
- (17) Blankets, sheets, pillows, pillowcases and mattresses will be kept in good condition. Items beyond repair or good use will be destroyed.

(18) Hair care services shall be available to youth.

b. Duties and Responsibilities.

- (1) The Facility Administrators or designee shall establish procedures for youth to have the opportunity to shave, under employee supervision.
- (2) Each Facility Administrator or designee will establish procedures for:
 - (i) Obtaining clothing from the youth's parent or guardian on an as needed basis; or
 - (ii) Purchasing clothing for youth as needed.
- (3) Each Facility Administrator or designee will establish a system for ordering, and accountability for clothing that includes documentation of the clothing issuance and possession.
- (4) The Facility Administrator or designee shall establish a system for accountability for bed linen that includes documentation of the linen issuance.

4. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded - **02.11.04 (Youth Bedding and Clothing)**
- b. Directives Referenced **None.**

5. LOCAL IMPLEMENTATING PROCEDURES REQUIRED. Yes.

6. FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – None.



**MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
POLICY AND PROCEDURE**

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above.
I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR
FOR FILING WITH PERSONNEL, AS APPROPRIATE.)